



Online Renewals for Farmer’s Market Licenses

Table of Contents

Creating an Account.....	2
Associating an Existing Food Business with a User Account.....	9
Reviewing and Updating Business and License Information	11
Paying for a Farmer’s Market License.....	17

Creating an Account

To access Iowa's Online Food Licensing System, please log onto the site by entering <https://iowa.safefoodinspection.com> into your internet browser. Although the application functions in the most common internet browsers, the preferred internet browser is Google Chrome. If you are using another internet browser, the appearance of some of the pages and messages may differ from those in this user guide.

Log In Page:

The screenshot shows the Iowa Department of Inspections & Appeals website. The header features the department's name in a large blue banner. Below the header, the text "Welcome To USA Food Safety" is displayed. The main content area is titled "Log In" and contains two input fields: "User Name *:" and "Password *:". Below these fields are two buttons: "Log In" and "New Account". At the bottom of the page, there are two columns of links. The left column includes "Forgot Password" and "WiFi Hotspot(s)". The right column includes "Forgot your Password? Retrieve it Here!" and "Find a WiFi Hotspot".

IOWA DEPARTMENT OF
INSPECTIONS & APPEALS

IOWA STATE AGENCIES ONLINE SERVICES

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Other Options:

If you forget your password, please use the "Forgot Password" function. As passwords are required to be changed every 120 days, the Forgot Password function will allow you access if you are an infrequent user.

If you already have an account, please enter your User Name and Password then select "Log In."

If you are a new user of the system, please select "New Account."

New User Account

New User Organization Questionnaire

Question

What is the primary purpose for creating an account today? *

If you know what type of food license you are renewing or applying for select the correct option. If you are unsure about which food license option to select, please call 515-281-7102.

Options

- ☐ Apply for a social or charitable gambling license, such as, a raffle, sport betting pool, bingo, or games of skill and chance
- ☒ Apply for or renew an Iowa food establishment or lodging license (i.e. hotel, vending machine, home bakery, mobile food unit, temporary food establishment, farmer's market, restaurant, grocery store, or other direct to consumer food operation)
- ☐ Apply for or renew an Iowa food manufacturing or warehouse license
- ☐ Conduct activities associated with registered amusement devices

[Next](#)[Start Over](#)

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input checked="" type="radio"/> Multiple counties <input type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating business in multiple counties, select the "Multiple counties" option. If you need to go to the previous screen, click "Previous" or "Start Over."

Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input type="radio"/> Multiple counties <input checked="" type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating a single business in a single county, select the "Single county" option. If you need to go to the previous screen, click "Previous" or "Start Over."

New User Account

New User Organization Questionnaire

Question
Select the county where most of your businesses are located *

Options
Black Hawk

Previous Next Start Over

If you selected “Multiple counties,” you will need to determine the county where the majority of your businesses reside. Once you select the county from the drop-down box, click “Next.” If you have a single business, click “Previous.” **[Please note:** the “City of Dubuque” is a different option from “Dubuque County.”]

New User Account

New User Organization Questionnaire

Question
Select the county where your business is located *

Options
Boone

Previous Next Start Over

If you selected a “Single county,” please select the county where your business is located. Once you select your county from the drop-down box, click “Next.” Otherwise, select “Previous” if you have multiple businesses. **[Please note:** the “City of Dubuque” is a different option from “Dubuque County.”]

New User Account

New User Organization Questionnaire

Based on your responses the following regulatory jurisdiction has been selected: **DIA Food and Consumer Safety Bureau**

To proceed, select Confirm. To review the previous question, select Previous. To start over, select Start Over. [Food Regulatory Jurisdiction Map](#)

[Previous](#)[Confirm](#)[Start Over](#)

This screen will inform you of your regulatory jurisdiction. If you believe this information is incorrect, please read the instructions to review your response or choose to start over. You can also click "Food Regulatory Jurisdiction Map" to check the jurisdiction that has been selected. If you click the jurisdiction map, you will be taken to another page and be required to start over. Select "Confirm" to advance.

Create a New User Account:

Create your own User Name and Password.

The “Home Jurisdiction” is pre-determined by your selection of your business location and license type.

Complete all “Account Information” fields. All fields marked with an asterisk (*) are required fields.

Review the information you have entered for accuracy and select “Save.”

New User Account

User Information

User Name *

Password *

Verify Password *

Home Jurisdiction *
DIA Food and Consumer Safety Bureau

Account Information

First Name *
Middle * ☐ None Available
Last Name *
Suffix

Account ID
Not yet assigned

Email *

Phone/Ext *
/ ☐ Emergency

Cell Phone
☐ Emergency

Fax

Save Back

Log In Page:

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Other Options:

[Forgot your Password? Retrieve it Here!](#)

[Find a WiFi Hotspot](#)

Food Business Home Page:

Home Tools Logout

Facility Portal

Add existing business: Business Code

Filter by Business Name

If you are seeing this page, you have successfully logged in to the Iowa Online Food Licensing System. Congratulations!

If you do not see this page after attempting to login using your user credentials, please try again. If you are still unsuccessful, please contact the regulatory authority.

Associating an Existing Food Business with a User Account

Once you have successfully logged into the Iowa Online Food Licensing System, the next step is to associate active food businesses with your user account. The Business Code that you need to associate an existing business with your user account is located on the food license renewal application that you receive from the regulatory agency.

Here is an example of the top portion of the farmer's market license renewal application:

FARMERS MARKET LICENSE APPLICATION			
<i>Mail completed application and make check payable to:</i> Food and Consumer Safety Bureau FOOD & CONSUMER SAFETY BUREAU 321 E 12th ST FL 3 Des Moines, IA 50319-0083 5152816538		Date of Renewal: _____	
MARK'S FARMER'S MARKET - MARK'S FARMERS MARKET SQUARE 312 E 12th St. Des Moines, IA 50319-5155		Has ownership changed since last license issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, give previous owner _____, business name _____, and license number: _____ (if known)	
License: 155184	Expires: 06/08/2018	License Fee: \$100.00	Business Code: 3N72-TSVT

The Business Code on the renewal must be entered in the space provided on the Iowa Online Food Licensing home screen.

Enter the Business Code from the renewal form here and then select "Add."

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout' links. Below this, the 'Facility Portal' title is displayed. On the right side, there is a section for adding an existing business, which includes a text input field labeled 'Add existing business: Business Code' and an 'Add' button. Below this, there is a search bar with the placeholder text 'Filter by Business Name' and a 'Show All' button. The main content area below the search bar is currently empty.

Once you add a Business Code, the food business will appear as a blue panel on the home screen.

If you are associated with more than one food business, you must enter the Business Code from other businesses and select "Add."

The screenshot shows the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon. Below the header, the text 'Add existing business:' is followed by a text input field containing 'Business Code' and an 'Add' button. A search bar with a magnifying glass icon contains the text 'Iowa', followed by a 'Show All' button. Below the search bar, a single blue panel is displayed with the text 'IOWA FARMER'S MARKET II - 122548 - (0) -' and a right-pointing arrow.

Each valid Business Code that is added will add another food business to the home screen.

The screenshot shows the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon. Below the header, the text 'Add existing business:' is followed by a text input field containing 'Business Code' and an 'Add' button. A search bar with a magnifying glass icon contains the text 'Farmer', followed by a 'Show All' button. Below the search bar, two blue panels are displayed. The first panel contains the text 'MARK'S FARMER'S MARKET - 122547 - (0) -' and a right-pointing arrow. The second panel contains the text 'IOWA FARMER'S MARKET II - 122548 - (0) -' and a right-pointing arrow.

Reviewing and Updating Business and License Information

Once a user has associated one or more food businesses with the user account, it is important that the business information is reviewed and updated as necessary to reflect the current operation. There are two areas where information is displayed: “Business Information” and “License Information.” Both of these areas contain operational information about each food business.

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout' links. Below this, the 'Facility Portal' title is on the left, and on the right, there is a search bar labeled 'Add existing business:' with a 'Business Code' input field and an 'Add' button. Below the search bar, there is a search input field containing the text 'Farmer' and a 'Show All' button. A list of businesses is displayed below the search bar. The first business is 'MARK'S FARMER'S MARKET - 122547 - (0)' with a paper and pencil icon. The second business is 'IOWA FARMER'S MARKET II - 122548 - (0)' with a paper and pencil icon. Two callout boxes are present: one pointing to the paper and pencil icon of the first business, and another pointing to the '>' icon of the second business.

Business Name	Business Code	Icon
MARK'S FARMER'S MARKET	122547 - (0)	✎
IOWA FARMER'S MARKET II	122548 - (0)	>

To access the Business Information screen, click the paper and pencil icon.

To view “License Information,” click the “>” icon.

Business Information:

When the pencil and paper icon is selected, the “Edit Business Information” page will appear. Please review and update this information to reflect current operations. Note that some of the fields are locked (shaded in gray) and cannot be changed by the user. If there is inaccurate information in fields that are locked, please contact the regulatory authority.

EDIT: IOWA FARMER'S MARKET II

Business Name:
IOWA FARMER'S MARKET II

Phone*: 515-577-3003 Cell: Email*: jennifer.pierquet@dia.iowa.gov

☐ No Phone Available ☐ No Email Available

Mailing Address ☐ International Address

Street Number*: 321 Street Name*: 12th St. Street Suffix:
Secondary Unit Type: Secondary Unit Number:
Zip*: 50319 State*: IA County*: Polk City*: Des Moines

Physical Address Same as Mailing ☐ International Address

Street Number*: 321 Street Name*: 12th St. Street Suffix:
Secondary Unit Type: Secondary Unit Number:
Zip*: 50319 State*: IA County*: Polk City*: Des Moines

Facility Data

Emergency Contacts

Contact's Name	Address	Relationship	Cell Phone
----------------	---------	--------------	------------

Review and update the information to reflect current operations.

The user cannot edit fields that are shaded (locked). If information is inaccurate in these fields, contact the regulatory authority.

Business Information (continued):

The screenshot displays a web form titled "Business Information (continued)". It features two main sections: "Emergency Contacts" and "Attachments".

The "Emergency Contacts" section contains a table with the following headers: "Contact's Name", "Address", "Relationship", and "Cell Phone". Below the table is a blue button labeled "Add New Contact".

The "Attachments" section contains a table with the following headers: "File Name", "Description", and "Delete". Below the table is a blue button labeled "Add New Attachment".

At the bottom of the form is a green button labeled "Save Changes".

Three blue callout boxes provide instructions:

- A callout box pointing to the "Add New Contact" button states: "Select 'Add New Contact' to enter emergency contact information. Emergency contacts may receive alerts when emergencies arise such as power outages, boil orders, flooding and other conditions that may affect the operation of the business. **Note:** At least one Emergency Contact is required before this screen will save or close."
- A callout box pointing to the "Add New Attachment" button states: "Select 'Add New Attachment' to provide the regulatory agency with information such as: a copy of the current menu, or diagram of the food stand."
- A callout box pointing to the "Save Changes" button states: "Ensure you select 'Save Changes' if changes have been made to the Business Information."

License Information:

When the “>” icon is selected, the blue panel will expand to show a License Information summary. **Note:** only active licenses will display.

The screenshot shows the 'Facility Portal' interface. At the top, there are navigation links: 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon and a search bar labeled 'Add existing business: Business Code' with an 'Add' button. Below the navigation bar, there is a search bar with the text 'Farmer' and a 'Show All' button. The main content area displays two expandable license panels. The first panel is titled 'MARK'S FARMER'S MARKET - 122547 - (0) - [icon]' and contains a table with the following data:

	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input type="checkbox"/>	155184	Farmer's Market	Mark's Farmers Market Square	6/8/2018 (51 days)	Active

The second panel is titled 'IOWA FARMER'S MARKET II - 122548 - (0) - [icon]' and contains a table with the following data:

	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input type="checkbox"/>	155185	Farmer's Market	Iowa Market	4/29/2018 (11 days)	Active

To access detailed license information, click the “+” icon. Each “+” icon contains unique detailed license information for each license.

Detailed License Information (Business Program Reference Data): The information displayed for each license will differ based on the license type.

IOWA FARMER'S MARKET II - 122548 - (0) -

Add To Cart	License Number	Program Type	Name	Expire Date	Status
- <input type="checkbox"/>	155185	Farmer's Market	Iowa Market	4/29/2018 (11 days)	Active

Business Program Reference Data

Market Information

All areas of the "Business Program Reference Data" that are marked with an asterisk (*) require a response. These areas must be completed by the user before a license can be renewed using the online renewal system.

Market Name *

Location *

Market Address *

City *

County *

Market Start Date *

Market End Date *

Days of the Week *

Detailed License Information (continued):

Thermometers

Holding Thermometer Description. Enter N/A if temperature control is not required for safety. *

Cooking Thermometer Description. Enter N/A if there is no cooking. *

Save Reference Data

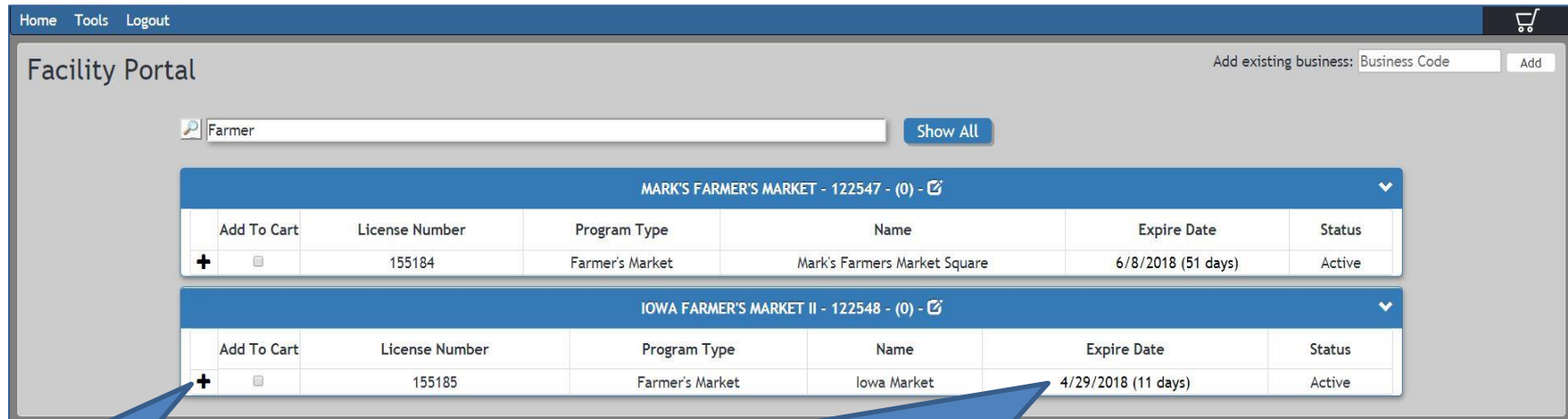
Attachments		
File Name	Description	Delete
Add New Attachment		

Select "Save Reference Data" after making changes to the Business Program Reference Data.



All farmer's market license renewals must have an updated food stand diagram attached. To attach, select "Add New Attachment" select an attachment from your computer, and upload the attachment. If all menu items are not listed in the Business Program Reference Data area, additional menu information must be attached. The renewal application will be delayed if the food stand diagram is not attached or menu all menu items are not disclosed.



Paying for Farmer's Market License

Once a user has successfully updated the Business Information and License Information, food licenses may be renewed using the Iowa Online Food Licensing System. The system has messages and prompts to assist a user in renewing a food license.



The screenshot shows the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. A search bar contains the text 'Farmer' and a 'Show All' button. Below the search bar, there are two expandable sections for licenses. The first section is titled 'MARK'S FARMER'S MARKET - 122547 - (0) - [icon]' and contains a table with one row of license data. The second section is titled 'IOWA FARMER'S MARKET II - 122548 - (0) - [icon]' and also contains a table with one row of license data. Each table has columns for 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. A blue callout bubble points to the '+' icon in the 'Add To Cart' column of the first table. Another blue callout bubble points to the 'Expire Date' column of the second table.

MARK'S FARMER'S MARKET - 122547 - (0) - [icon]					
Add To Cart	License Number	Program Type	Name	Expire Date	Status
 	155184	Farmer's Market	Mark's Farmers Market Square	6/8/2018 (51 days)	Active

IOWA FARMER'S MARKET II - 122548 - (0) - [icon]					
Add To Cart	License Number	Program Type	Name	Expire Date	Status
 	155185	Farmer's Market	Iowa Market	4/29/2018 (11 days)	Active

Select the "+" icon to provide proof of gross sales information for each license.

A license is available for renewal 60 days **prior to** expiration. Expired Farmer's Market licenses cannot be renewed online and a new application must be submitted.

Home Tools Logout

Facility Portal

Add existing business:

Farmer

Show All

MARK'S FARMER'S MARKET - 122547 - (0) -

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<div>+</div> <div></div>	155184	Farmer's Market	Mark's Farmers Market Square	6/8/2018 (51 days)	Active

IOWA FARMER'S MARKET II - 122548 - (0) -

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<div>+</div> <div></div>	155185	Farmer's Market	Iowa Market	4/29/2018 (11 days)	Active

Select the "Add To Cart" box to place this license in the shopping cart.

To view the contents of the shopping cart, select the shopping cart icon.

Once the user has successfully placed a license in the shopping cart, the shopping cart contents should be reviewed for accuracy before checking out. To view the shopping cart contents, select the shopping cart icon.

Each license that has been successfully added to the shopping cart is identified by the license number (e.g., 194477). Payment details are also provided in the cart. Late payments will have penalty fees included.

A license can be removed from the shopping cart by clicking the "X" or by unchecking the "Add to Cart" box.

Add To Cart	License Number	Program Type	Name
<input checked="" type="checkbox"/>	170938	Farmer's Market	-

Pierquet Test - 127788 - (0) -

CART

New - 194477 - FM - \$150.00 Farmer's Market License
Base Cost: \$150.00

Total \$150.00

There will be a \$1 bank fee added at checkout.

* A \$1 transaction fee will be added at checkout for ePayments (EFT, ACH, bank transfers).

* A 2.5% transaction fee will be added at checkout for credit and debit card payments.

Checkout

Once the shopping cart contents have been reviewed for accuracy, the user may proceed by selecting "Checkout." Selecting Checkout will redirect the user to the Iowa e-payment screen.

NOTE: Both Electronic Fund Transfer (EFT) AND credit/debit card payments are accepted. There is a \$1 transaction fee for bank transfers and a 2.5% transaction fee for credit and debit cards.

Once the payment process is complete, the user will receive a payment confirmation number which may be printed and maintained as proof of payment. After receiving the payment confirmation number, please log back into the Iowa Online Food Licensing System to ensure the selected license or licenses are in a “Submitted” status. If the license you selected is not in a Submitted status, please contact the regulatory authority.

NOTE: Licenses that are in a Submitted status are NOT approved. Once the regulatory authority has approved the license, the status will be shown as “Active.”

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

farmer Show All

IOWA FARMER'S MARKET II - 122548 - (1) - [icon]						
	Add To Cart	License Number	Program Type	Name	Expire Date	Status
		155185	Farmer's Market	Iowa Market	4/29/2018 (11 days)	Active

MARK'S FARMER'S MARKET - 122547 - (0) - [icon]						
	Add To Cart	License Number	Program Type	Name	Expire Date	Status
		155184	Farmer's Market	Mark's Farmers Market Square	6/8/2018 (51 days)	Submitted

Licenses that are in “Submitted” status have NOT been approved. The approval process occurs after submission. The documentation that has been provided will be reviewed before approval. Once the license has been approved, the status will change back to “Active.” Please log into the Iowa Online Food Licensing system periodically to view the license status.